



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 1/21/81		Georgia Department of Agriculture Fuel and Measures Division 19 M L King Jr Drive S W Atlanta, Ga. 30334	Application Number 74-388-A	
Application Number 214			Date Received 1-22-81	Date Completed JAN 30 1981
2. Person to Contact Mark S. Puckett		Working Title Principal Clerk	Telephone Number 656-7057	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74 388-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1965 Latest to date		5. Records Series Title (followed by title used in office, if different) Weight Truck Inspectors' Daily Report Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately. <div style="text-align: right;">X</div>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The daily checking of "Scales Tolerance" by the use of weight trucks, as reported by inspectors. Included are: Noncommercial Scale Test Sheet Vehicle Scale Test Report-AG 60-018-093 Scale Test Report- AG 60-017-003 Condemned Scale Notice - AG 60-052-073 Condemned Tag Files are arranged by "Heavy Duty Trucks", "Light Duty Trucks", and "Condemned Scale Notice". Each alphabetically by county. File is arranged:				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>?</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikes</i>	1/21/81	<i>Ellis D. Sikes</i>	1/21/81

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	<i>[Signature]</i>	<i>[Signature]</i>	1-29-81
	Secretary of State/Designee	<i>Carol Hart</i>	1-27-81
	Attorney General/Designee	<i>[Signature]</i>	1-29-81



STATE
OF
GEORGIA

233-18
8
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date October 20, 1975		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed OCT 21 1975 74-388A OCT 28 1975	
2. Agency Application No. 167		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, SW Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax	
		5. Working Title Director		6. Tel. No. 656-3605	
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 74-388, dated 11/21/74 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; <input type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1965 to Date		9. Exact Series Title WEIGHT TRUCK INSPECTORS' DAILY REPORT FILES			
10. What is the function of the office in which this record series is created? The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the daily checking of "Scales Tolerance" by the use of weight trucks, as reported by inspectors. Included are: Noncommercial Scale Test Sheet Vehicle Scale Test Report - AG 60-018-093 Scale Test Report - AG 60-017-003 Condemned Scale Notice - AG 60-052-073 Condemned Tag Files are arranged by "Heavy Duty Trucks", "Light Duty Trucks", and "Condemned Scale Notice". Each alphabetically by county. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		8	12		1 15
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	
					2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Possible litigation

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 4 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikors</i>	10/20/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikors</i>	10/20/75
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	10-24-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	10-24-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	10-27-75

STATE RECORDS
COMMITTEE

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date October 29, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 15 1974 74-388 NOV 21 1974	
2. Agency Application No. 152		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax <i>BSC</i>	
		5. Working Title Director		6. Tel. No. 656-3605	
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 470, Dated 12/28/72 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1965 to Date		9. Exact Series Title WEIGHT TRUCK INSPECTORS' DAILY REPORT FILES			
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ATTACH SAMPLES OF THE FILE					
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Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years
				AVERAGE DAILY REFERENCES	2

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [x]
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [x] []
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each XX CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [x] Hold in the current files area month(s)/ 1 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [x] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>Ellis D. Liker</i>	11/4/74
	State Auditor/Designee [] Approved [] Disapproved	<i>William M. Ligon</i>	11-21-74
	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll Hay</i>	11-18-74
	Attorney General/Designee [x] Approved [] Disapproved	<i>W. B. Thell</i>	11-21-74

STATE RECORDS
COMMITTEE